

End of Quarter Information

Comments and Manual Overrides

Remember to keep an eye on the date for assignments. If you enter an assignment that needs to be calculated into this quarter's grade, make sure the date corresponds to the dates for the quarter.

Entering Comments and Manual Overrides:

- Double click on the **quarter grade** for the student you want to add a comment for or do a Manual Override. The Score Inspector window appears
- You can move from student to student without leaving the Score Inspector by clicking on the arrows to the right of the student's name.

To Enter Comments:

- You CANNOT type in any personal comments for report cards. If you typed in a personal comment for an individual report, please make sure you clear the comments.
- You can type in the codes in the box at the bottom of the Score Inspector or Click on the Comment Bank button and see the comments and enter the codes in the next window.
- If you go into the Comment Bank window, **Do NOT** double click on the comment **OR** click on the Insert Comment button. Report cards can only record the Comment Code such as 1, 3, etc. Your comment window should look like the one of the left.



- Once you Close the Score Inspector Window, you should see a "C" in a blue circle next to the Final Quarter Grade.

School Comment Bank

1	Is consistently well prepared for class	11	Does not do homework
2	Is dependable and cooperative	12	Should come in for additional help
3	Is creative and original	13	Failed to make up work
4	Makes important contributions to class discussion	14	Does poorly on tests and quizzes
5	Shows improvement	15	Is disruptive
6	Does more than is required	16	Needs to improve study habits
7	Is working diligently	17	Needs to develop self-control
8	Contributes to group work	18	Needs to exert greater effort
9	Excellent oral participation	19	Is inattentive and/or indifferent
10	Progress hindered by poor attendance	20	Conference with parents desired

Grade	Description
A	A
B	B
C	C
D	D
E	E
F	F
M	Medical
I	Incomplete
NG	No Grade
P	Pass
WP	Withdraw Pass
WF	Withdraw Fail
AU	Audit

To Manually Override a Quarter Grade:

- Double Click on the Quarter Grade which will open the Score Inspector window
- Click in the Manual Override box
- Enter the new Percent
- Change the Grade to the appropriate grade code which are listed to the left
- Click on Close